

PLANNING COMMISSION OF CALVERT COUNTY

RULES OF PROCEDURE

(Amended - December 15, 2021)

Section 1.,

- 1.101 The Calvert County Planning Commission, hereinafter referred to as the “Planning Commission” shall be governed by: Land Use Article of the Annotated Code of Maryland; By-Laws approved November 17, 2021 and affirmed December 14, 2021, from time to time as amended; these Rules of Procedure; Robert’s Rules of Order; and, when appropriate, the Rules of Procedure for Contested Cases.

Section 2., Public Hearings.

- 2.101 Notice for all public hearings shall conform to all requirements of the law.

- 2.201 Order of Business:

1. Call to Order, determination of quorum.
2. Pledge of Allegiance.
3. Presentation by staff summarizing the item.
4. Testimony of agencies in relation to the item.
5. Questions by Planning Commission to staff and/or agencies.
6. Presentation by applicant (where applicable).
7. Questions by Planning Commission to applicant.
8. Testimony of Proponents.
9. Testimony of Opponents.
10. Concluding comments of applicant (where applicable).
11. Concluding comments of staff.
12. Concluding questions by Planning Commission members.

13. Public Comment.

Planning Commissioners will accommodate public comment in person and through electronic means. Individuals should call in advance if participating by telephone. Toll Free: [insert current number(s)]; Meeting ID: [insert current meeting ID] Passcode: [insert passcode]. Speakers, whether in person or participating electronically, shall be limited to two (2) minutes as individuals, or five (5) minutes if the designated representative of a group.

14. Action.

- 2.202 If there is more than one item to be heard at a Public Hearing, the same procedure, noted in §2.201 above, shall be followed for each. 2.301

- 2.301 If the hearing is on an issue proposed by staff and thereby, there is no applicant other than staff, Items six (6) and ten (10) shall be eliminated.
- 2.401 Public Comment shall be conducted in accordance with Calvert County Ordinance No. 51-21.
- 2.402 Depending on the number of persons wishing to speak, the Planning Commission Chairperson, or designee, shall have the discretion to increase speaking times above those noted in Calvert County Ordinance No. 51.21. The Chairperson shall state any amended time limits prior to the commencement of public comment. The times shall be kept by a member of the Department of Planning and Zoning.
- 2.501 The Chairperson may rule non-germane, derogatory, disruptive, or excessively repetitive comments out of order, and stricken from the record.
- 2.502 The Chairperson may order any disruptive person(s) from the room or in the event of general disruption, may recess the meeting.
- 2.503 Planning Commission members who have not attended a Public Hearing on a particular issue, and who vote on that issue, shall state for the record and prior to voting, the reason(s) they are eligible to vote.
Examples of qualifying reasons may include:
- 1) The Member has listened to and watched, in their entirety, video records of the missed Public Hearing(s);
 - 2) Read the transcript (if available);
 - 3) Made a site visit to the subject property; or,
 - 4) Are otherwise particularly familiar with the issue.

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Section 3., Regular Meetings.

3.101 Notice of Regular meetings shall conform to all requirements of law.

3.201 Order of Business:

1. Call to Order and Determination of Quorum
2. Pledge of Allegiance.
3. Action on proposed Agenda.
4. Action on proposed Summary of Actions.
5. Recognition of persons attending the meeting.
6. Major Subdivision for Final Review and Action.
7. Applications for Site Plan Review and Action.
8. Major Subdivision Applications for Preliminary Review and Action.
9. Long Range Planning.
10. Items for Discussion and/or Action.
11. Items of Interest.
12. Public Comment.
Planning Commissioners will accommodate public comment in person and through electronic means. Individuals should call in advance if participating by telephone. Toll Free: *[insert current number(s)]*; Meeting ID: *[insert current meeting ID]* Passcode: *[insert passcode]*.
Speakers, whether in person or participating electronically, shall be limited to two (2) minutes as individuals, or five (5) minutes if the designated representative of a group.
13. Adjourn

- 3.301 All items presented for final approval under § 3.201 above, shall have met all conditions imposed during preliminary approval. If any conditions have not been met the final approval shall be delayed.
- 3.302 The same issue shall not be presented for preliminary or final approval during the same meeting or hearing during the same month.
- 3.303 The Planning Commission shall not consider concurrent reviews of alternate applications or designs located on the same property and at the same location. Prior to Planning Commission consideration of an alternative application or proposal, the applicant must first withdraw a previously filed application.

- 3.401 If one or more agenda sections, six (6) through twelve (12), as listed in §3.201 above, do not have items associated with them for a specific meeting, that section(s) may be removed for that meeting at the sole discretion of the Planning Commission Administrator.
- 3.402 If any meeting or hearing is/are scheduled at the same time of a Regular meeting, they shall be held at the beginning of the Regular meeting or at as determined by the Planning Commission Chairperson.
- 3.501 Public Comment shall be conducted in accordance with Calvert County Ordinance No. 51-21.
- 3.502 Depending on the number of persons wishing to speak, the Planning Commission Chairperson, or designee, shall have the discretion to increase speaking times above those noted in Calvert County Ordinance No. 51.21. The Chairperson shall state any amended time limits prior to the commencement of public comment or regular comments on specific agenda items. The times shall be kept by a member of the Department of Planning and Zoning.
- 3.503 Speakers shall not be permitted to cede time to other speakers.
- 3.504 The Chairperson may rule non-germane, derogatory, disruptive or excessively repetitive comments out of order, and stricken from the record.
- 3.505 The Chairperson may order any disruptive person(s) from the room, or in the event of general disruption, may recess the meeting.
- 3.601 The date, time, and location of any Planning Commission meeting, to include but not limited to Joint Public Hearings, Public Hearings, Special Meetings, Regular Meetings may be revised by announcement of an emergency, such as inclement weather, without further publication and may be confirmed on the County website or by calling the Planning Commission Clerk on the date of the Hearing/Meeting.
- 3.602 The Chairperson or designee, at or around 9:00 p.m. may call for a break in the meeting.
- 3.603 The Chairperson or designee, at or around 10:30 p.m., may call for a motion to continue the meeting or to reschedule the meeting.

Section 4., Rezoning.

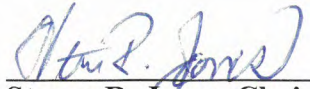
- 4.101 All requests for rezoning, shall be pursuant to and heard in accordance with Article 2-5 of the Calvert County Zoning Ordinance.

Section 5., Planning Commissioner Attendance

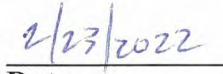
- 5.101 Planning Commissioners are expected to be physically present for all Planning Commission meetings unless otherwise excused by the Planning Commission Chairperson or designee.

Section 6., Amendment Procedures.

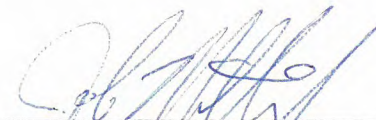
These Rules of Procedure shall be amended by an affirmative vote of two-thirds or more of the members of the Planning Commission after, at least: 1) a 30-day public notice period, where the notice contains a fair summary of the proposed amendment(s); and, 2) after written notice has been sent to all members of the Planning Commission.



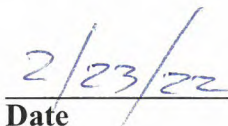
**Steven R. Jones, Chairperson
Planning Commission**



Date



**John Mattingly, Attorney
Planning Commission Counsel
County Attorney's Office**



Date